A-C

TOPIC	VOLUME #
Accounting Bureau, staff additions	40
Accounting Operations, staff assignments	32, 35
Accounting Periods	11, 23, 27, 30, 38, 41
Agency Orders	12, 13, 26
Appropriations -additional types (C1, C2)	9, 15, 20, 22 11
Approvals	19, 20, 23, 26
Association of Governmental Accountants	24
Audit Requirements	10
Automated Clearing House (ACH)	24, 25, 26, 33, 35
A1 Transactions (crossing fiscal years)	13
Business Registration Certificate	35
Cash Receipts	6, 7, 15, 25, 28
CFDA Numbers	22
Claims	16, 27, 31, 35, 39
Commodity codes	3
Contract pricing	3
Conversion - key dates - prior budget fiscal years	4 19, 20

D-F

TOPIC	VOLUME #
Data Retention	26
Data Warehouse, Enterprise-wide - OMB Financial Update	32 40
Decentralization of Official Receptions	29
Decentralization of Travel	18, 23
Decentralization of Approvals (U1/AO)	26
Deficit Balances	23, 38, 41
Deleting Documents from DDB	5
Deposits	9, 11, 19, 24, 25
Direct Purchase Authority	3, 30
Disaster Recovery Testing	30
Document in Use	23
Easy Doc	18, 19, 20
Encumbrances, Cancellation	32, 38, 39
Error Messages (EMEX) Table	20
Estimated Receipts	6
Expense Budget	6
Expense Budget Summary Table (ESUM)	32
Expenditure Modification (EM)	13, 15, 16, 29, 30
Federal Awards – Schedule of Expenditures	35
Federal Grants	11, 12, 15, 16, 22, 26, 29, 34
Federal Perm Diem Rates, new	40
Fixed Assets	8
Focus	3, 6, 9, 10, 17, 21
Forms	3

G-K **TOPIC VOLUME #** GASB Statement No. 34 29 General Messages 6, 7, 8, 9 Grant Accounting/Grant Orders 2, 7, 8, 11, 12, 13, 15, 17, 26, 34 Help Desk 4 **Indirect Cost Recoveries** 35 Integrated Financial and Administrative Suite 30 (IFAAS) Interdepartmental Charges 8, 11 Internet Address 27, 33, 35 Intra-Governmental Payment Vouchers (UA/AV) 6, 13, 21, 26, 31, 32, 34, 40 Invoice/Reappropriation Adjustments 10 13, 16, 34 Invoices (IN) L-M **TOPIC VOLUME #** Lawsuit Awards and Settlements 38 Ledger Screens 34 Logon Screen 8 MACS-E - agency reports 12 - change orders 8, 11 - discounts 5, 13 - overview 1, 3, 17, 19 - status codes - screens/tables 10, 12, 13, 18, 19, 26 - user group

28

20

Mail – OMB Accounting Bureau

Mailroom move

Memo processing (absence of) 3

Mileage Reimbursement Rates 25, 31

N-R

TOPIC	VOLUME #
Newsletter Mailings	23, 38, 39
Notice of Awards	12
OIT Billings	38
OMB Staff Additions	35
Open Item Tables-CFS	6, 7, 8, 13, 15, 34
Payments - Automated Clearing House (ACH) - checks - duplicate vendor payments - hold checks - Intra-Governmental (UA/AV) - Payee Reference - partial/final indicator - prior year payments - Refunds of Expenditure - Scheduled Payment Date - single check - timing of payments - uploads of A1/U1 - vendor payments, tracking - Wire Transfer procedures	24, 25, 26, 28,33, 35 6, 16, 22, 26 27 22, 26, 33, 40, 41 13, 21, 22, 26 6, 25 33 16, 31, 35, 39 9, 22, 26 5 7, 18 24, 35 28, 33 11, 25 14, 24, 28, 33
Payroll Posting	10
PB2 Blankets	3
Per Diem Rates	25, 29
Petty Cash	9, 25, 29
Pre-approvals	21
Project Accounting - Overview	2
Prompt Payment, daily monitoring	40
Purchasing Card	23, 26, 29, 39
Reference Guides, Easy Doc	20

Refunds of Expenditure 7, 22, 26

S-T

TOPIC	VOLUME #
Schedule of Expenditures – Federal Awards	35
Security Profiles	5, 17, 20, 22
Set-Aside Program (contracts)	15
Sign-on, single user	4
Special/Confidential Funds	25, 29
System Availability	12, 14, 16, 38, 41
Tables – CFS - Approval Log Table (ALOG) - Closed Payment Voucher Line Table (CPVL) - Error Message Table (EMEX) - Expense Budget Summary Table (ESUM) - Federal Budget Line Table (FBLT) - Flexible On-line Budget Ledger Table (FLXB) - Flexible On-line General Ledger Table (FLXG) - Flexible On-line General Ledger Table — Alternate View (FLG2) - Inbound Payroll Crosswalk Translation Table (IXPR) - Object Table (OBJT) - Prompt Payment Interest Table (PPIN) - Warrant Reconciliation Table (WREC)	13 17 20 32 16, 20 12, 19 12, 15, 19 15 20 14, 15, 16 7, 27 25
Text Required	31
Training	3, 4, 5, 8, 9, 11, 12, 14, 15, 21, 22, 23, 29
Transfer of Appropriation	11
Travel - ACH Payments - Advances - Agency Orders (AO's) - Codes - Edit Change - EZ Pass - Event/Agency Table (EVAG)	26, 30 31 30 40, 41 41 30, 33 24, 28
- Event Table (EVNT) - Mileage reimbursement rate	30 31

- Module	38
- New module	5, 7, 9, 24
- Number of staff traveling (EVAG)	24, 28, 32
- Open travel requisitions	23, 41
- Out-of-state	40
- Payments For Employee Attendance	41
- Per diem rates	22, 25, 29, 32
- Policy	41
- Regulations	32
- Request for travel (PB141) and payments	15
- Status indicator	34
- Table modifications (OTLT)	16
- Training	9, 10
- Travel Services	31, 34
- Travel Refund (TC) transactions	16, 27
- Travel Services Action flag	23, 27, 31
- Washington DC	23, 25, 30, 34

U-Z

TOPIC	VOLUME #
U1 Transactions (crossing fiscal years)	13
Upload Process	33
User Groups - MACS-E - NJCFS	6, 11, 12, 13, 14 6, 9, 10, 13
User Guides	5, 20
User Identifications	22
User Surveys	16, 17
Vendors - vendors on Hold - vendor codes - Vendor Control Unit - vendor file update - vendor payment inquiry - Vendor Questionnaire (W-9) - Web Payment Application	22, 33 21, 25, 26 17, 22 16, 23, 26 41 7, 24 38, 39
Vendor Refunds (Refunds of Disbursement)	9, 22, 26
Waivers - order waiver screen (MACS-E)	10 12
Warning Messages	25
W-9 Vendor Questionnaire	7, 24

 Year 2000 Update
 18, 20, 26, 28, 29

 Year-End Guidelines
 7, 8, 11, 30, 38, 41